
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

September 12, 2014

ACCOUNTANT IV—(Franklin County—KY Correctional Industries)—Grade 11—
(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** High school graduate. Must have four
years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business
administration, business education, office administration or a related field will substitute for the
required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical
experience will substitute for the required education on a year-for-year basis.

ACCOUNTANT IV—(Shelby County—KY Correctional Institution for Women)—Grade
11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** High school graduate. Must have
four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting,
business administration, business education, office administration or a related field will
substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or
fiscal clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE BRANCH MANAGER—(Montgomery County—Probation & Parole)—
Grade 16—(\$3553.88 - \$4707.96) **MINIMUM REQUIREMENTS:** Graduate of a college or
university with a bachelor's degree. Must have five years of professional administrative
experience. A master's degree in public or business administration or a related field will
substitute for one year of the required experience. Additional administrative or research
experience will substitute for the required education on a year-for-year basis.

CERTIFIED PSYCHOLOGIST/PSYCH ASSOC/LIC PSYCH PRAC I—(Lyon County-
Western KY Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) MINIMUM
REQUIREMENTS: Must be certified or be permitted to practice psychology on a temporary
basis by the Kentucky Board of Examiners of Psychology as a Certified Psychologist,
Psychological Associate or Licensed Psychological Practitioner.

CERTIFIED PSYCHOLOGIST/PSYCH ASSOC/LIC PSYCH PRAC II—(Oldham County-
KY State Reformatory)—Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:
Must be certified or be permitted to practice psychology on a temporary basis by the Kentucky
Board of Examiners of Psychology as a Certified Psychologist, Psychological Associate or
Licensed Psychological Practitioner.

CORRECTIONS REGIONAL EDUCATION ADMINISTRATOR—(Oldham County— KY
State Reformatory)—Grade 15—(\$3,230.84 - \$4,280.10) MINIMUM REQUIREMENTS:
Graduate of a college or university with a master's degree in education, counseling, or related
field. Must have five years of professional experience in academic or vocational education.

DEPUTY WARDEN—(Morgan County —Eastern KY Correctional Complex)—Grade 17—
(\$3908.94 - \$5178.72) **MIN REQUIREMENTS:** Graduate of a college or university with a
bachelor's degree. Must have 4 years of administrative experience in corrections or law
enforcement and 2 years of experience in the supervision of employees. A master's degree will
substitute for 1 year of the correctional admin or related experience. Additional admin
experience in corrections, law enforcement or a related field will substitute for the education on
a year-for-year basis.

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(continued)**

September 12, 2014

ELECTRICIAN LICENSED COORDINATOR—(Oldham County- KY State Reformatory)

Grade 11- \$2206.92 - \$2923.38 **MINIMUM REQUIREMENTS:** : Must have one year of experience as an electrician assistant or a licensed electrician in addition to the experience required for licensure. Must be licensed as a Master Electrician or as an Electrician by the Kentucky Department of Housing, Buildings and Construction.

ELECTRICIAN LICENSED SUPERVISOR—(Lyon County —KY State Penitentiary)—

Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

ELECTRICIAN LICENSED SUPERVISOR—(Oldham County —KY State Reformatory)—

Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

HUMAN RESOURCES SPECIALIST III—(Franklin County—Central Office/Division of Personnel Services/Payroll Branch)

Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in personnel programs, business administration, public administration, research, statistics or a related field. Additional professional experience in the above fields will substitute for the required college education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Shelby County — KY Correctional Institution for Women)

Grade 10—(\$2006.08-\$2657.70) **MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

OFFENDER INFORMATION SPECIALIST I— (Fayette County —Blackburn Correctional Complex)

Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS:** Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFENDER INFORMATION SPECIALIST I— (Franklin County — Central Office/ Offender Information)

Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS:** Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- TWO Positions- (Morgan County —Eastern KY Correctional Complex)

Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PLUMBER LICENSED SUPERVISOR—(Lyon County—KY State Penitentiary)

Grade 12— (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

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(continued)**

September 12, 2014

**PROBATION AND PAROLE OFFICER- (Henderson County—Probation & Parole) -
GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PSYCHOLOGIST LICENSED I—TWO Positions- (Oldham County—KY State Reformatory)—Grade 16—(\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

PURCHASING OFFICER II—(Franklin County—KY Correctional Industries)—Grade 11—(\$2135.90 - \$2829.30) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree in business, marketing or a related field. Must have one year of purchasing officer experience. Experience as a purchasing clerk or at a higher level within the purchasing field will substitute for the required college on a year-for-year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement **OR** certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

Recurring Positions:

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9—(\$1,823.90 - \$2,416.22)
MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.